



Natural Resources Conservation Service
P.O. Box 2890
Washington, D.C. 20013

NOV 24 2008

SUBJECT: EOP – Fiscal Year (FY) 2009 Civil Rights (CR) Performance Report

TO: State Conservationists
Deputy Chiefs
Directors, Pacific Islands and Caribbean Areas

File Code: 230-15

The Civil Rights Division (CRD) is responsible for preparing the Agency's consolidated Civil Rights Performance Report which is submitted each year to the Department of Agriculture's Office of Adjudication and Compliance (OAC). The annual CR Performance Report is a tool used to evaluate and assess the Chief's performance toward achieving its CR and Equal Employment Opportunity (EEO) goals and objectives with respect to accountability, program delivery, employment, and procurement activities. To ensure a thorough review of our data and its timely submission, we will continue the reporting of this information on a quarterly basis, as performed through FY 2008.

The report is divided into four sections that address OAC's Civil Rights strategic goals. The goals, objectives, and indicators are provided in the attached sample format (template) which reflects how your report should be submitted. For each goal indicator, you are to identify your respective area's specific CR/EEO accomplishments (results oriented) in the Agency's response section of the template. Guidance (see Agency Response) on how to respond and instructions on what your responses should include reflect are provided in italics on the template.

Also attached is the Pre-Post Award reporting requirements for the Agency's administered federally assisted programs. The Pre-Post Award Schedules (3 and 4) must be completed and submitted quarterly with your CR Performance submissions. In addition to your FY 2009 first quarter Pre-Post Award data, please provide your FY 2008 Pre-Post Award totals.

We request that each Deputy Chief program area and State office electronically send their quarterly reports and Pre-Post Award data to Anita Holland-Spears at anita.holland-spears@wdc.usda.gov on the following dates:

- January 21, 2009 (First Quarter)
- April 8, 2009 (Second Quarter)
- July 8, 2009 (Third Quarter)
- October 8, 2009 (Fourth Quarter)

Combined quarterly reports will not be accepted as each quarter's data is reviewed specifically for the efforts progress of that quarter. Also, reports must be submitted using the attached

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template. State Conservationists are strongly encouraged to courtesy copy their respective Regional Assistant Chief with their quarterly submissions.

If you have questions or need further assistance, please contact Joseph E. Hairston, Director, CRD, at (301) 504-2181, or via e-mail at joseph.hairston@wdc.usda.gov.



Dana D. York
Associate Chief

Attachments

cc:

Regional Assistant Chiefs